

17 June 1953

TO : Deputy Director (Administration)

FROM : Comptroller

25X1A6A SUBJECT: Shortage in [] Station Funds

1. PROBLEM.--After the Mission payroll for the period 4 through 31 January 1953, had been disbursed in cash, it was discovered that a shortage in the amount of \$70.00 existed in the Station funds.

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2. DISCUSSION.--This shortage was reported by the Finance Officer at the [] Station in [] (Annex A), which contained statements from the personnel involved concerning the circumstances surrounding the loss. It appears, from Annex A and its attachments, that a thorough investigation has been made by the field station and that no further steps could be taken by the station to localize the shortage. After a review of the case and the action taken had been made by the Senior Representative, he recommended that the shortage be written off to Expense. (Annex B)

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By memorandum, dated 22 April 1953 (Annex C), the Finance Division requested the recommendation of the Chief, FE Division, as to the disposition of the request for a write-off and in a memorandum dated 8 May 1953 (Annex D) the Chief of the FE Division recommended that the sum be written off.

3. CONCLUSIONS.--From the facts as presented in referenced attachments, it appears that there existed a procedural deficiency with respect to the method of effecting payments, but that no specific act of negligence has been committed by any individual concerned. Paragraph 2 of Annex A indicates that steps have been taken to correct the procedural deficiency in order to prevent a recurrence of this type of error. Also, an appropriate dispatch will be prepared by the Office of the Comptroller to the field station specifically outlining the method of paying at the station to avoid a repetition of this type of discrepancy.

4. ACTION RECOMMENDED.--It is recommended that the \$70.00 shortage be written off in accordance with the authority contained in paragraph 1.4c of the Confidential Funds Regulations.

Document No.	036
No Change in Class.	<input type="checkbox"/>
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Class. Changed To:	TS \$ 6
Auth:	HR 70-2
Date:	26 SEP 1978
By:	

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E. R. SAUNDERS

ANNEXES:

- Annex A - Dispatch dated 10 March 1953 from 25X1A6A
Annex B - Dispatch dated 7 April 1953 from
Annex C - Memorandum dated 22 April 1953 to Chief, FE
from Finance Division
Annex D - Memorandum dated 8 May 1953 to Chief, Finance
Division from Chief, FE Division

ACTION BY APPROVING AUTHORITY:

Date _____

Approved:

Deputy Director (Administration)

Fin. Div./FPB (9 June 1953)
Rewritten - RHF:cmw (17 June 1953)

cc - Signer's copy

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